

# Coast Guard Recruiting

*Please do not attempt to seek a release from rate by contacting your rated Assignment Officer.  
That evolution is handled by the Special Assignment Officer  
as needed and no assistance is requested.*

## ***Job Description***

To provide quality people to meet the Coast Guard's military personnel needs and to enhance public awareness of Coast Guard jobs and career opportunities using teams of innovative, trustworthy professionals. The primary mission is to recruit the best possible applicants from the recruiting office's area of responsibility. Prospective recruiters should be energetic and show a spirited focus on recruiting minorities and women to support the Commandant's initiative for a diversified workforce. Recruiters will recruit for active duty, reserve, Officer Candidate School and direct commission programs. Recruiters are expected to visit schools, colleges, clubs, and community centers (etc.). Recruiters often speak to the applicant's parents and possibly siblings to put them at ease and to garner support for the applicant's new life style. Recruiters may work irregular hours and perform travel to accomplish mission. Recruiters may also be called upon to perform honor guard duty for funeral services or parades. All recruiters will attend a four-week recruiter course located at the Training Center in Cape, NJ and receive valuable human resource training/skills on the job.

## ***Minimum Qualifications***

- Any E-7 (not above or predicted to make E-8) and all E-4 thru E-6s.
- Tour Complete in Assignment Year 2009. No waivers.
- Have four (4) years of Service by 1 Jul 2009. Waiver available for up to 3 months. Must be requested by CO in certification form.
- You MUST meet the assignment criteria outlined on the [certification form](#), which is a combination of CG PERSMAN Arts. 4.E.2 and 4.E.7. If you review the quals in the manual you will find not all qualifications were listed on the certification form (i.e. ASVAB scores and so forth.). This was an intentional action by EPM and the Program Manager to remove elements that no longer held value to the process. PERSMAN change forthcoming.
- For all requirements please use BOARD CLCVN of 7 May 08.
- AY09 Recruiter Solicitation ALCGENL 022/08 released 11 Feb 08.

## ***Timeline:***

- **NLT 1 April 2008: Certification Form and photos to be received at EPM-1. (Extended to 1200 (EST), 11 Apr 08.**
- **April 2008:** CGRC conducts telephone interviews w/candidates. If the member will be unavailable for interview the entire month of April due to operations, the member must advise, via email, CWO D. Turner at [Deborah.M.Turner@uscg.mil](mailto:Deborah.M.Turner@uscg.mil) NLT 7 March 2008. Arrangements will be made for a March interview as long as all documentation is on file at CGPC-epm-1. Those unavailable prior to the board may reapply when the process reopens o/a 15 July 2008.
- **7 – 8 May 08:** Board Convenes
- **11 May 08:** Shopping List Published

- *NLT 23 May 08: Results Released*
- **13 Jun 08: E-resumes due for members whose names appear on 23 May 08 message.** Members should place a minimum of ten (10) different (i.e. do not list all jobs in one recruiting office) geographical locations on the E-resume using the Shopping List published on the S/A website. Do not use Direct Access as the source of information

*Please be advised, if you are successfully screened and released from rate, you will be placed. Orders always contain RILO/SILO and 4-year OBLISERV requirement.*

### **AY09 BOARD Application Package and Process**

*This is a streamlined process.*

*The new Recruiting application consists of the 2-page Certification Form and pictures.*

#### **Package Contents:**

1. **Certification Form** (Entire Form)    **Certification Form Page 1**    **Certification Form Page 2**
2. **2 Photos** (4x6 full length clear digital photos: Tropical Blue Long; Uncovered; One side, One front View.) *Members currently deployed may wear ODU's w/sleeves rolled up. Pregnant members may wear the Maternity Uniform.*

#### **Streamlined E-submission Process (preferred method):**

1. Member fills out electronic [Certification Form Page 1](#) (member's may neatly hand-write their portion).
2. Member signs, dates, and electronically scans [Certification Form Page 1](#) to a personal file on their workstation.
3. Member creates email with Subject: AY09 RECRUTING PANEL – YOUR RANK/RATING, FIRST NAME, MI, LAST NAME i.e.( FS1 JAY J. COASTIE)
4. Member attaches [Certification Form Page 1](#), two digital photos, and [Certification Form Page 2](#) (command endorsement) and sends to their Servicing Personnel Office or Admin Office.
5. Servicing Personnel Office or Admin Office verifies all requirements are met, electronically signs Certification Form Page 2, and forwards email up through member's chain of command to the Commanding Officer or OIC.
6. Commanding Officer or OIC endorses and electronically signs [Certification Form Page 2](#) and forwards whole package (no additional pages auth) and photos to YN1 Derrick Rhone at [Derrick.L.Rhone@uscg.mil](mailto:Derrick.L.Rhone@uscg.mil) . He will reply to the SENDER within 5-7 business days that the package has been received. *Please note it is the member responsibility to communicate, track the package, and confirm receipt within the unit. Individuals should not be calling EPM asking if the command has sent the package.*

***HELPFUL HINT: PRINT what you have scanned before emailing. If it doesn't print and look right on your end, it won't on ours!!! We expect the form print 8 ½ x 11".***

#### **Standard submission Process:**

If you do not have access to scanning capabilities, a hard copy package can be mailed to CGPC-epm-1, Attn: YN1 Derrick Rhone.

**Please choose ONE mode of submission. Please do not duplicate your efforts.**

### ***Phone Interview Suggestions:***

- Be positive about your Coast Guard life experiences and career field.
- Be prepared to tell “Your BEST day in the Coast Guard” story.
- Be prepared to tell “Your WORST day in the Coast Guard” story.
- Be proactive by studying so you are able to talk about a few of the Coast Guard’s missions.
- Be proactive by studying so you are able to talk about Coast Guard enlisted ratings and basic job descriptions.

### ***Pay and Allowances***

Recruiters receive Special Duty Assignment Pay, currently (subject to change by ALCOAST) Level II, a one-time supplemental clothing allowance (\$338.55 for women and \$202.05 for men) and reimbursement for out-of-pocket expenses not to exceed \$75.00 per month.

### ***Training***

Professional recruiter training is four (04) weeks in length and is conducted at Training Center Cape May with graduates receiving five college credits at successful completion of the course (2 in Sales Management, 1 in Principles of Marketing, 1 in Personal Communication Skills, and 1 in Computer Database Management). The curriculum can be viewed in CG Central by clicking on learning>school>recruiter school or [www.uscg.mil/hq/capemay/RecruiterSchool.htm](http://www.uscg.mil/hq/capemay/RecruiterSchool.htm)

### ***Shopping List***

ALCGENL pending release NLT 11 May 08. Service needs and qualifications are the basis for every assignment. Members who appear on the message (ALCGENL to be released NLT 23 May 08) and are released from rate will be issued orders into recruiting. **Members appearing on the message, please submit E-Resumes NLT 13 Jun 08, so you have input on your next location.** Members missing the deadline are subject to orders at the discretion of the Assignment Officer.

**NOTICE: PLEASE WAIT FOR YOUR NAME TO APPEAR ON THE FINAL MESSAGE. PLEASE DO NOT SUBMIT ERESUME’S PRIOR TO THE AY09 SHOPPING LIST PUBLICATION AND SEEING YOUR NAME!**

***Once again, please do not attempt to seek a release from rate by contacting your rated Assignment Officer.***